

Approved For Release 2004/05/05 : CIA-RDP58-00039A000100050022-3

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training  
 THRU : Chief, PPS/TR  
 FROM : Chief, LETS/TR

DATE: 21 September 1955

Report 1-5

SUBJECT: Weekly Activities Report

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 14 NO CHANGE  
 IN CLASS ☒ DECLASS ☐ CLASS CHANGED TO: TS S C RET. JUST. 22  
 NEXT REV DATE 09 REV DATE 20 Dec 79 REVIEWER \_\_\_\_\_ TYPE DOC. 231  
 NO. PGS. 14 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPL 11 ORG CLASS C  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. An interim report from [ ] indicates that he is being extremely well treated and is receiving high cooperation in his survey of the language training activities at the Army Language School in Monterey. He is expected back next week with detailed information and materials for use by LETS. 25X1

2. At the request of A&E, arrangements were made for Messrs. [ ] to attend the 19 September session of a series of discussions being conducted by the Navy Department for its personnel concerned with the general problem of high-speed computers. 25X1

3. Assistance was given to [ ] of the Management Staff as to the procedural steps to be followed in making formal application for attendance at the Harvard University Middle Management Program under OTR sponsorship. The Middle Program (recently reduced from 16 to 8 months) covers substantially the same topics as the Advanced Program. The more detailed program affords opportunity for management training at Harvard to those capable employees who are otherwise prohibited from attending the Advanced Program at the present time for lack of grade, salary, or senior executive position. Assistant Dean Richard Chapin is the program coordinator. The next session begins 2 January 1956. 25X1

4. Besides the usual flurry of inquiries on local university training, we have been engaged during the past week in response to, or in anticipation of, other inquiries such as:

- A. The curriculum of the Purdue University Rocket Institute,
- B. The Ordnance GM Maintenance and Supply Management course at Redstone Arsenal,
- C. The local union training program for Air Conditioning Mechanics,
- D. Naval fleet training in submarine launching of missiles,
- E. Repair of small arms at Aberdeen.

5. Loss of availability of CIA instructor for [ ] course that we have planned to conduct internally has made it necessary to explore 25X1

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possibility of providing this training [redacted]  
No final arrangements have yet been made. It is planned that the course will be conducted two hours a day for approximately two months, with possibility of continuation beyond that.

25X1

6. We just received word that the Navy Language School's intensive French course scheduled to begin on 3 October has been cancelled. We had three candidates certified and accepted by OTR for that course. At present we are endeavoring to devise a method whereby LETS can conduct a comparable, if not better, course internally. If we find ourselves incapable of doing this, it may be necessary to arrange for comparable training [redacted] Course is scheduled to begin as early as possible before 15 October.

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7. The School presently is endeavoring to devise and develop a method whereby we may be able to provide "one time" intensive, internal training in unusual languages, providing it is determined that the Agency's desire to take advantage of such opportunities is sufficient to justify the effort and relatively moderate expense. We have in mind any of the unusual languages that normally we are not prepared to teach, such as Kazakh, Ukrainian, Mongolian, Tagalog, and 20 or more others.

8. [redacted] has completed preliminary report, including statistical analysis of participation and performance, dealing with [redacted] three courses on the Far East. The report should be completed in final next week. A summary of significant observations will be included in a subsequent weekly report.

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9. Course in Chinese reading to be taught by [redacted] of FDD is scheduled to begin on 3 October. It is probable that 9 students will be enrolled in this course, which will meet for instruction and supervised study three days a week for  $3\frac{1}{2}$  hours each time.

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10. Current enrollment in internal language training programs is 83, 20 in class and 63 in self-study. During the past week, the language laboratory was used for a total of 311 hours.

11. Arrangements have been made for three persons from SE to participate in a beginning Turkish course, meeting two hours a day, starting 21 September.

12. Announcement of schedule for Area Training Courses has been distributed to TLO's. (Copy attached)

13. Announcement of Foreign Language Lecture Program has been distributed to TLO's. (Copy attached)

14. The following requests for external training have been approved by Chief, LETS:

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